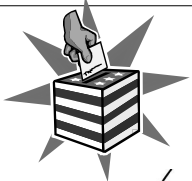**ELECTION TRAINING**

M100
Equipment
Set Up

Voice Your VOTE
NORTH DAKOTA VOICES COUNT
Secretary of State Elections Division

M100 Instructions

- The M100 precinct scanner consists of a ballot box and a scanner
  - The ballot box will be delivered to your polling site the day before the election.

M100 Instructions

- The scanner will be picked up by the precinct Inspector at the courthouse along with the rest of the election supplies.

M100 Instructions

- The ballot box has a number of ballot storage compartments, each with a lock – one key opens all the locks.
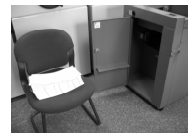

M100 Instructions

- The left hand compartment is the main compartment for ballots. When you open this compartment at the polling site, the ballots for your precinct will be located here.

M100 Instructions

- Remove the ballots from the left hand side compartment and store them at or behind the official's table.

M100 Instructions

- Close and lock the left hand side compartment to the ballot box.

M100 Instructions

- The compartment on the right hand side of the ballot box is for write-in ballots. Ballots that have a write-in oval filled in will automatically be sorted into this compartment.

M100 Instructions

- When the ballot box is delivered to your precinct, secrecy sleeves (folders), and extension cord will be in this compartment.

M100 Instructions

- Remove the ballot secrecy sleeves (folders) and extension cord from the ballot box compartment. Ballot secrecy sleeves (folders) should be put with the ballots for the precinct.

M100 Instructions

- The scanner is contained in the black case that the inspector will pick up at the courthouse. Place on a table or the floor to remove the scanner from the case.

M100 Instructions

- The latches on the front of the black case turn to release the latches. The case is extremely well padded to protect the scanner during transportation.
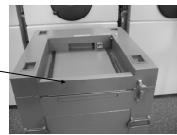
M100 Instructions

- The electrical cord for the scanner is located under the scanner, remove the cord from the case – you will need this before you install the scanner on the ballot box.

M100 Instructions

- The ballot box has a locking gate at the front of the box. Unlock and lower this gate.

M100 Instructions

- With the gate lowered, the scanner can slide onto the ballot box.

M100 Instructions

- Before you slide the scanner onto the ballot box, there is one more gate that needs to be unlocked at the back of the scanner bed.
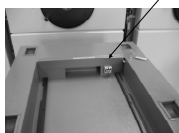
M100 Instructions

- After unlocking the gate, lift the gate to reveal the ballot slot.
  - This is a common error in setting up the equipment, failure to open this gate will cause the scanner to stop reading ballots.

M100 Instructions

- Take the electrical cord that you removed from the scanner case and thread it into the cord opening on the left side of the ballot box.

M100 Instructions

- Thread the cord through the opening until it appears in the hole at the back of the top recessed area.
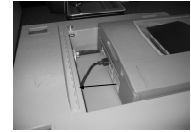- Pull the cord until it extends a few inches into the recessed opening.

M100 Instructions

- Set the scanner on the scanner bed.
- Pull the electrical cord through the ballot can to plug into the back of the scanner.

M100 Instructions

- Once the electrical cord is attached to the scanner, the scanner can be slid backwards into position.

M100 Instructions

- The scanner should fit tight against the back edge of the scanner bed on the ballot box.
- Once again, note that the gate is in the up position.
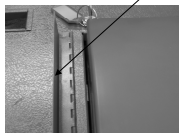
M100 Instructions

- At this point the scanner is on the scanner bed part of the ballot box. Note there is a red security tie over one of the covers on the scanner. Do not remove until polls close!
  - Behind the cover is the programming card for the scanner. This card contains all the information the scanner needs for the this election.
 - The card also stores the votes from each ballot as it is scanned.

M100 Instructions

- Close and lock the front flap on the ballot box.
  - This further prevents access to the programming card and keeps the scanner in place.

M100 Instructions

- An emergency ballot compartment is located below the flap that protects the programming card and secures the scanner. You would open and use this compartment to place voted ballots if the scanner does not operate properly.
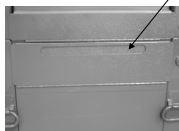
M100 Instructions

- The emergency ballot compartment is usually closed but can be opened by unlocking the compartment and folding the inner flap back toward the ballot box.
  - Again, this is only if the scanner fails during the day.
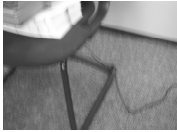
M100 Instructions

- After the inner flap is folded back, close and lock the door to the emergency ballot compartment.
  - The **only** time this compartment would be used is in case the scanner malfunctions.
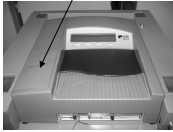
M100 Instructions

- Use the extension cord that was in the ballot box to connect the scanner to an electrical source.
  - Run electrical cords in a manner that does not create a hazard.
  - Note that if the electrical outlet is not active, the scanner will still run but it will "beep" every few seconds to remind you that it is running on its internal battery.

M100 Instructions

- On the left hand side of the scanner are access panels to the locking key and the printer.
- Lift the panels to gain access to this area.

M100 Instructions

- Note that the key is in the off position. Turning the key clockwise turns on the scanner.

M100 Instructions

- When the key is turned, the scanner will load the operating system. This will take a few minutes, just be patient. The scanner will "beep" and give you a message when it is done.
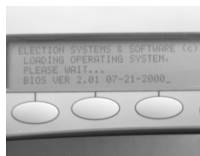
M100 Instructions

- When the scanner beeps, the message screen will ask you – Open polls now?
  - Push the button that says "yes".
  - The scanner will beep and direct you to turn the key to vote.

M100 Instructions

- When you turn the key to "vote" a zero total tape will print showing all the races in your precinct. If you have two precincts in your polling location, a zero total tape will print for each precinct.
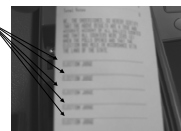
M100 Instructions

- The zero total tapes are important. They show that no votes are on the card at the time you open the precinct.
  - If the tape does not show zero votes, call us immediately!
  - Use the emergency ballot compartment until the situation is resolved.
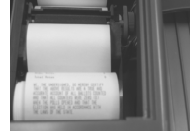
M100 Instructions

- The end of the zero total tape will have a place for the election board to sign – that is your certification that there were no votes recorded on the card when you opened the polls. **Do not tear off the tapes!**
  - In the case of more than one precinct at a polling site, there would be a place to sign for each precinct board.

M100 Instructions

- **Do not tear off the tapes!**
  - Sign the tape while it is still on the scanner, roll the tape and leave it in the scanner for audit purposes.
  - At the end of the election you will again print the totals tape and sign, this complete tape is needed to show that you started the day with zero and ended the day with all the votes cast at the precinct that day.
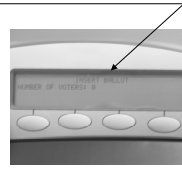
M100 Instructions

- Replace the covers, and we are now ready to vote.
  - Again, do not have the tape coming out of the tape slot, no printing will be done during the day – and we don't want anyone ripping off the tape and taking it with them!

M100 Instructions

- The display screen will say:
  - Insert ballot
  - Number of voters 0
    - The number of voters will increment each time a ballot is scanned.
      - This number can be compared to your poll books periodically throughout the day.
- The M100 is now ready to accept ballots!